

DUPAGE HIGH SCHOOL DISTRICT 88

2 Friendship Plaza ~ Addison, Illinois 60101
Phone: (630) 530-3981 ~ Fax: (630) 832-0198
www.dupage88.net

March 23, 2012

Dear Vendors:

This is to solicit your sealed bid to provide Athletic Trainer Services to Addison Trail High School, 213 North Lombard Road, Addison, Illinois 60101 and Willowbrook High School, 1250 South Ardmore Avenue, Villa Park, Illinois 60181.

Included is the schedule of proposals for Addison Trail High School and Willowbrook High School, along with the two "Certification Sheets". Print and complete in detail, sign, and return one copy of the "Schedule of Proposals" and **both** "Certifications" in a sealed envelope **clearly** marked, "**Sealed Bid – Athletic Trainer Services**".

The Board of Education reserves the right to change quantities, reject any or all bids, or waive minor informalities and make awards in the best interest of this school district.

Bids are due on or before **Monday, April 9, 2012 @ 1:30 p.m.**, and will be opened and publicly read in the Business Office, Board of Education, 2 Friendship Plaza, Addison, Illinois 60101.

If you have any questions regarding this bid, please contact me at 630-530-3972.

Sincerely,

Robert Flemming

Robert Flemming
Director of Business Services

RF:jg

Encl: Instructions to Bidders
Certification Sheets (2)
Schedule of Proposals

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT #88
ADDISON, ILLINOIS**

Proposals are invited for providing Athletic Trainer Services to Addison Trail High School and/or Willowbrook High School. **Athletic Trainer Service providers are not required to bid on both schools and can bid on one or both schools.**

Proposals are to be received in the Business Office of the Board of Education, DuPage High School District #88 at the place and date as follows:

Business Office
Board of Education
DuPage High School District #88
2 Friendship Plaza
Addison, Illinois 60101

Due Date: **Monday, April 9, 2012 @ 1:30 p.m.**

General Conditions

1. Each company preparing a proposal shall provide the District with a statement of qualifications and ability to provide Athletic Trainer Services. A minimum of three (3) references with name and number of a contact person shall be submitted with your proposal.
2. The company shall provide, along with their bid information, a description of their programs and protocols for concussions.
3. The Agreement shall be effective as of August 1, 2012 and extend to July 31, 2013 (to include provision of services at summer sports camps). The Agreement may be extended for an additional two years by mutual agreement of both parties.
4. Services to be performed by employees of the successful bidder shall be the services customarily provided by an athletic trainer as designated and agreed to by both parties. These services include, but are not limited to, taping, splinting, emergency first aid care, initial injury evaluation, preventive injury techniques and defibrillator training. The service provider will also be responsible for maintaining an injury recording system, assist in organizing the training room facility in each school, conduct a student trainer program, and upon request consult regarding conditioning programs, injury prevention programs and the purchase of supplies and equipment.

5. The successful bidder shall provide an Illinois licensed certified trainer for approximately 35 hours per week at each school during the school year. The specific hours shall be determined by the District. Payment shall be made by the District based upon monthly time sheets submitted by the successful bidder and approved by the District. The hourly rate shall be determined by the amount submitted on the enclosed Schedule of Proposals.
6. The successful bidder shall provide a certified trainer for summer sport camps. Payment shall be made by the District based upon monthly time sheets submitted by the successful bidder and approved by the District. The hourly rate shall be determined by the amount submitted on the enclosed Schedule of Proposals
7. The successful bidder will provide physician coverage of home football games at no additional charge.
8. The District maintains the right to reject any individual athletic trainer employed by the successful bidder for any reason and to dismiss and bar the trainer from further attendance at any facility maintained by the District. The dismissal of any trainer shall have no effect on the successful bidder's obligation to fully perform all services identified under the Agreement. If the successful bidder is unable to fill the position and provide a certified trainer within three (3) weeks after such dismissal, the successful bidder's obligations to provide service at Addison Trail and/or Willowbrook is terminated.
9. If the successful bidder is unable to provide a certified trainer, the District shall have the right to hire a certified substitute on a temporary basis.
10. The parties will agree that the successful bidder, its employees and agents are independent contractors and are not employees of the District.
11. The successful bidder represents and warrants that it carries professional liability insurance in the amount of at least \$1,000,000 per occurrence and an annual aggregate of \$3,000,000 for each employee. The successful bidder must provide a certificate of insurance evidencing professional liability insurance.
12. The successful bidder agrees to indemnify and save harmless the District from any and all suits, claims, damages, attorney's fees, judgments, or any amounts whatsoever which the District might become legally obligated to pay by reason of any bodily injury or property damage caused by or arising from any negligent or willful and wanton act of any employee, agent, or servant of the bidder occurring during the period of this Agreement or any extension thereof.

13. The District will be responsible for the purchase of supplies to be used as services are provided to Addison Trail and/or Willowbrook athletes. The successful bidder will be responsible for providing the athletic trainer with equipment necessary to provide athletic trainer services.
14. The District will bind itself and any successors and the successful bidder will bind itself, its successors and assigns to the other party to the Agreement, in respect to all covenants of the Agreement. Neither the District nor the successful bidder shall assign or transfer its interest in the Agreement without the written consent of the other.
15. Either party will have the right to terminate the Agreement, effective immediately upon written notice to the other party, if the other party materially breaches the Agreement. Either party may terminate the Agreement for any reason upon ninety (90) days' written notice to the other party.
16. While it is understood that bids are evaluated based on the hourly rate submitted on the Schedule of Proposals, any supplemental services which the successful bidder can offer Addison Trail High School and/or Willowbrook High School and their athletic programs should be listed and included with your bid.
17. The successful bidder will provide school athletic physicals on one day during the month of June, cost to be borne by students.
18. The Company should have facilities within 2.5 miles of the District boundaries.

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT #88
ADDISON, ILLINOIS**

SCHEDULE OF PROPOSALS

Project: To provide Athletic Trainer Services to Addison Trail High School and/or Willowbrook High School from August 1, 2012 through July 31, 2013.

Item #1: Athletic Trainer Services for Addison Trail High School shall be provided in accordance with the General Conditions contained in this request for proposals at the following hourly rate:

Hourly Rate \$_____

School athletic physicals for Addison Trail High School shall be provided on one day during the month of June at the following cost:

Per Student \$_____

Item #2: Athletic Trainer Services for Willowbrook High School shall be provided in accordance with the General Conditions contained in this request for proposals at the following hourly rate:

Hourly Rate \$_____

School athletic physicals for Willowbrook High School shall be provided on one day during the month of June at the following cost:

Per Student \$_____

Proposals shall include references as stated in the General Conditions and any other information about the bidder's training services which are relevant.

ATHLETIC TRAINER SERVICES BID

Bids are due on or before **Monday, April 9, 2012 @ 1:30 p.m.** local time.

Date: _____ Name of Company: _____

Phone: _____ By: _____
(Print or Type) (Title)

Fax: _____
(Signature)

Email Address: _____

Address: _____

☐

For purposes of state reporting only, checking this box certifies that this business is minority-owned, female-owned, owned by a person with disabilities or locally owned.

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

CERTIFICATION I

(Bid Proposal)

As a duly authorized agent of the company and having executed a contract with DuPage High School District #88, I do hereby certify that we are not barred from bidding on this contract/project as a result of a conviction of either section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes for bid-rigging or bid rotating.

Company Name: _____

Address: _____

By: _____ (Print or Type) _____ (Title)

Signature: _____

Phone: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public _____

SEAL

NOTE: This form must be returned with your proposal. Failure to do so shall disqualify your bid.

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

CERTIFICATION II

[Contractors With 25 or More Employees]

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

☐ This certifies that we have less than 25 employees.

☐ This certifies that we have 25 or more employees and does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (Ill.Rev.Stat., ch. 127, par. 132.313) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

_____ [Contractor]

By _____
Authorized Agent of Contractor

Title: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public

SEAL

NOTE: This form must be returned with your proposal. Failure to do so shall disqualify your proposal.